



OPERATING REGULATIONS

PITEÅ ENERGYHARBOUR

HARAHOLMEN

SHIP – SHORE

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1. General

1.1 General regulations

Operating regulations have been adopted by the board of Piteå Hamn AB and apply in parallel with what is stipulated in general statutes and ordinances and in Harbour Ordinances and Harbour Bye-laws. Aforementioned publication can be ordered from: Piteå Hamn AB, Haraholmsvägen 645, 941 43 Piteå or be downloaded from www.piteaportandhub.se

Operations are otherwise regulated, among others, by instructions and recommendations issued by the Swedish Petroleum Institute (SPI), the Swedish Oil Terminal Forum (SOHF) and the latest edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT). Port Security is regulated by the ISPS code.

1.2 Area of application

Instructions apply to all operations at Piteå Oil Terminal and pipeline systems to the various oil depots (See map in **Annex 1**).

1.3 Compliance with instructions

Everyone who works within the area of appliance is obliged to comply with the instructions listed above.

1.4 Risk management

Oil products and chemical products may produce gases which are flammable and hazardous to health. Therefore, special attention is required in order to prevent injury to personnel, property and environment.

Open flames and smoking are prohibited within the area of application of these instructions.

Permission to perform Hot Works within the area of application must be granted by Piteå Rescue Service.

Mobile phones, walkie-talkies, flashlights or other electric/electronic equipment must be EX-classified or otherwise turned off.

Everyone who enters the area must wear hard hat and warning jacket plus suitable protective clothes/shoes. Eye protection and/or face mask must be worn when so instructed by supervisors.

Vehicle traffic is regulated by general traffic regulations plus there is a general speed limit of 30 km/h within the harbour area.

Vehicle traffic is prohibited within the oil terminal unless the security guard/supervisor have given their consent.

Narcotic and/or alcohol consumption within the area will result in immediate expulsion from the area as well as a report to the concerned authorities.

2. Ship notification

2.1 Advance notification

Advance notification for importation of goods to Piteå Oil Harbour to be sent at least 24 hours before vessel's estimated time of arrival to the harbour, regardless if the cargo is classified as dangerous goods or not.

In certain cases, however, Port Authority may grant shorter advance notice period.

Notification is to be sent by e-mail: info@piteaport.se clas.johansson@piteaport.se shipping.pitea@shorelink.se

2.2 Information to be included in notification

- Name of vessel, IMO number, call sign, nationality, gross-tonnage, length/width and draught.
- Name of shipping company/operator/manager, charterers, agents and receiver/shipper.
- Estimated time of arrival (ETA) to pilot station.
- Title of goods, number of tons to be unloaded, transited or loaded.

- Quantity to be discharged in TOV and products mean temperature.
- Class certificate/IOPP certificate, date of expiry.
- ISPS safety level.
- Vetting approval, company and date.
- Current air draft to manifolds, number and dimensions.
- Dimension and length of cargo hoses onboard.
- Type of cargo pumps, average discharging capacity, max. discharging pressure.
- Estimated time of discharging.
- Number of tanks to be discharged/loaded.
- Inert tanks, open/closed sampling.
- Mooring equipment, wire/tail or fibre, dimension, autowinches.
- Number of tons of oily bilge water or sludge to be discharged.
- Quantity of bunkers to be received.
- Quantity of freshwater to be received.
- Application for prewash at quay, number of tons of wash water to be left behind.
- Quantity of garbage to be left ashore and classification of its fractions.
- Reception of provision/spare parts.
- Original port of loading, last port of call and next port of call.
- Crew list.
- Crew changes.

2.3 Advance notification of hazardous goods

Includes dangerous chemicals in bulk according to IBC and BCH-codes plus flammable liquids with a flashpoint of +60° Celsius or lower. Also gases to which IMO transport code can be applicable. Regulations according to SJÖFS 2006:34-35 and ICS Tanker Guide Chemicals must be complied with plus that the advance notification must include the information stipulated above in (2.2) with additions stated below in (2.4).

2.4 Additional information in hazardous goods report

- The chemical/technical name of the goods and information of any dangerous components.
- UN number
- Class according to IMDG-code
- Flashpoint (closed cup)
- Security data sheet and information on any other special security measures and risks.

2.5 Permits for certain traffic

Dangerous goods may not be imported into the Oil Terminal without permission from the Port Authority. These permits are based on the information stated in Point 2 above. The permit states the special measures that are required considering the nature of the goods.

2.6 Copies of advance notification

Copies of the completed advance notification must be submitted to the recipient Depot and Loading Master before the arrival of the vessel.

2.7 Ship/Shore safety check-list

Procedure:

Depot manager (or similar) shall, before loading/discharging is started, together with the master (or his deputy) of the vessel look through the Ship/Shore Safety Check-List and both parties shall sign the Check-List. Thereafter is Depot Manager informing Security Guard "ready to start".

The Port of Piteå's Ship/Shore Safety Check-List must be applied and is available on website, or at www.pitaeportandhub.se the harbour office, alternatively at the guardhouse at the oil jetty.

3.0 Navigation.

3.1 Restrictions at fairway

Please note: Always check with the Port Authority for any amendments in the Harbour Regulations or navigation warnings.

Vessels bound for Piteå Oil Harbour must apply to following restrictions:

- Max length (LOA) : 250 meters
- Max width: 35 meters
- Max draught: 11,5 meters at Mean Water Level.

For vessels longer than 170 meters or with a draught of more than 9,5 meters is required 2 pilots, daylight and a visibility of at least 3 nautical miles.

Vessels with special manoeuvre attributes can be exempted from above regulations after decision from the sea traffic area manager.

Traffic by the eastern fairway (via Storstengrund Sydöstra) is not allowed when vessels moored at the oil quay are occupied with discharging/loading of gas (LPG/NPG).

3.2 Tugboat assistance

Vessels with a LOA of 130 – 150 m requires 1 tugboat on arrival/departure

Vessels with a LOA over 150 m requires 2 tugboats on arrival/departure

Vessels with workable bow thrusters can have number of required tugboats reduced.

3.3 Passage past moored vessels

Vessels may not be moved closer than 25 m to a moored tanker and at a low speed.

3.4 Prohibited anchorage

Anchoring ban applies according to current sea chart.

3.5 Priority of docking

The Port Authority confirms bookings and allocates berths and order of docking, taking into consideration the prevailing or expected traffic situation. The Port Authority is not responsible for delays or other consequences due to changes to the traffic situation or other circumstances beyond the control of the Port.

4. Technical description of the quay

4.1 Oil Quay

- The oil quay is intended for discharging/loading of heavy crude oil, diesel, petroleum, chemicals and liquefied petroleum gas
- Five 8" composite-hoses intended for each and every of aforementioned products serves import/export of said products.
- Hoses are equipped with insulating flanges.
- Length of hoses is 15 m except LPG-hose which is 3x15 m. All the product hoses can be extended if needed.
- No vapour gas return line.
- The 60 m long quay is a concrete construction resting on two steel tounge caissons. Quay height is 2,5m above seawater level.
- The quay front is equipped with roll fenders with a diameter of 1,0 m and attached to the quay with chains.
- The quay is equipped with 6 bollards, each with a SWL of 50 tons, whereof 2 equipped with quick release device (refer to Bil. 5).
- On shore are 2 bollards with a SWL of 50 tons situated . Both are quick release bollards

5. Mooring

5.1 Extended stays

Vessels that are neither loading nor discharging may not remain in the Oil Terminal without special permission from the Port authority.

5.2 Mooring Equipment

When mooring tankers, ropes or wire with a noose of rope must be used.

After mooring, two wires with the necessary strength shall be hung from the vessel down to the water level, one fore and one aft. They must be properly secured to bollards on board the vessel and arranged to allow a towing length of 40 m.

5.3 Mooring alongside

Mooring of vessels of any kind alongside another vessel may only be carried out after permission has been granted by the Port Authority.

5.4 Mooring routines

Recommendations, issued by Oil Companies International Marine Forum (OCIMF), which are published in *Mooring Equipment Guidelines* must, to the extent practically possible, be followed.

5.5 Permitted Traffic.

Vessels of any type may not enter or moor at the Oil Terminal without permission from the Port Authority.

5.6 Electrical storms

When thunder and lightning are imminent, all cargo handling of class 1 products or other processes in which flammable gases are formed, must cease. All tank openings and valves onboard must be closed including by-pass valves in the ventilation systems of cargo tanks. All valves connected to cargo hoses and shore manifolds must be closed.

6. Technical description of pipelines

6.1 Oil quay (quay position 1)

Five separate pipelines exit from the quay manifold with connection to the various depots and rock chambers.

- Heavy oil
- Gasoil
- Petrol
- Chemicals (acid-proof)
- LPG

Pipe diameter 250 mm up to 300 mm.

In normal cases a maximum pressure of 8 bar is allowed.

The pipelines are drained after every discharging operation with compressed air, inert gas, pumps and if necessary, vacuum trucks.

7. Emergency measures

7.1 Responsibility

The responsible Terminal/Port manager and the Captain onboard, shall within their respective areas of responsibility, ensure that information on measures to be taken in the event of accidents or incidents involving hazardous goods is continuously accessible. Such information must also include Emergency Procedures for Ships Carrying Dangerous Goods (EmS) and Medical First Aid Guide (MFAG) and/or other similar information.

7.2 Alarms

All personnel concerned, onboard as well as ashore must, before cargo handling begins, familiarize where the closest alarm is located and how it is used. This includes alarming Piteå Räddningstjänst. Phone number: **112**. Please see information in **Annex. 2**

8. General regulations for tankers at quay

8.1 Warning signals

Tankers must, at daylight, fly signal flag B and in darkness show a red signal light installed in their signal mast.

8.2 Spark arrestors

All types of vessels entering the Oil Terminal must be equipped with efficient spark arrestors on funnel and exhaust pipes.

8.3 Fire precautions

The vessel's firefighting systems and decontamination equipment must be in good order.

8.4 Watchmen

Vessels in the Oil Terminal must always post a competent watchman on deck. If the watchman is not part of the crew of the vessel, he/she must be approved by the Port Authority.

The watchman must:

- Be very familiar with **chapters 7 and 8** of the operating instructions and have good knowledge of existing safety equipment on the quay.
- Be available on deck so that the gangway and mooring equipment can be adjusted.
- Check that no oil spillage occurs from the vessel.
- Check visitors according to the ISPS code.
- Supervise that the smoking ban is maintained.
- Assist the vessel's officers to supervise that both vessel and harbour safety instructions are followed and pay attention to activities in the proximity of the vessel.
- Cooperate with shore personnel in order not to jeopardize safe discharge.
- Report to Captain and/or Loading Master events that might be dangerous.
- Eject drunken individuals. If the individual is employed on the vessel, he/she must be taken onboard under the supervision of the vessel's officer in charge.

8.5 Smoking

Smoking is strictly forbidden on all open decks of the vessel. Only space allocated for smoking by the Captain of the vessel may be used. No smoking signs must be clearly visible.

8.6 Open Flames – Hot work onboard

Open flames or hot work, e.g. welding, may not be undertaken onboard. The exception is open flames in the smoking areas.

8.7 Repairs

Repairs onboard (including testing of radio transmitters and other electronic transmitting equipment) may not be undertaken without permission from the Port Authority. Exceptions are minor repairs that only require hand tools during the condition that:

- Open flames does not occur.
- That the vessels ability to shift of its own power is not affected.

8.8 Application

Points **8.2** to **8.9** also apply to vessels that are not carrying hazardous goods but located less than 25 metres from vessel with hazardous goods onboard.

8.9 Sparks

If sparks are observed from the vessel's funnel, immediate measures must be taken to stop such process.

8.10 Tank covers and sounding pipes

All openings onboard must be closed unless supervised sampling or ullage measurements is underway.

8.11 Inert gas facility

Concerning the utilisation of the inert gas facility in the Oil Terminal, recommendations in the latest issue of ISGOTT must be followed:

- Inert gas or gas mixture is defined as gas that is unable to maintain combustion and is containing less than 5% oxygen.
- Inert gas safe space is defined as space in which the oxygen level after inertion does not exceed 8 volume percent.

8.12 Loading, discharging, bunkering and ballasting

Regulations concerning loading, discharging, bunkering and ballasting are stated in **Chapter 10**. For loading or discharging of general cargo, provisions and spare parts in the Oil Terminal, permission must be granted by the Port Authority.

8.13 Measures against pollution of land and water areas

It is within Swedish land and marine territories forbidden to emit dangerous substances or to pollute with waste, garbage, etc. There are possibilities in the Oil Terminal to accept a limited quantity of ballast water/sludge and other dangerous substances and waste.

8.14 Safety equipment landside

The captain and other officers on board are obliged to make themselves familiar with safety equipment ashore. Among other things be aware of:

- Location of fire extinguishing equipment, etc.

8.15 Photography

Permission to take photos may be granted by the Port Authority on the condition that:

- Current safety regulations are observed concerning risk of fire.
- Current confidentiality regulations are observed.

8.16 Inspection

The Port Authority and the Rescue Service are entitled to inspect vessels as concerns compliance with current regulations. The captain is obliged to comply with the inspector's instructions and facilitate his work by providing the necessary assistance.

9. General regulations for the Oil Terminal

9.1 Smoking and open flames

The no smoking rule is enforced within the area of application of these instructions, indoors, outdoors and inside vehicles. The manager of the facility may allow smoking in space approved by local building committees for this purpose.

9.2 Hot work permits, safety distances

Hot work may be carried out during discharging and loading of tankers only if the following criteria are fulfilled:

- A valid hot work permit has been issued by the Rescue Service.
- That personnel carrying out the work possess hot work certificates.
- That the distance between the hot work and the pipeline is at least:
 - ❖ 25 m when discharging/loading Class 1 products
 - ❖ 15 m when discharging/loading Class 2 products
 - ❖ 10 m when discharging/loading Class 3 and other products

9.3 Vehicle traffic

All vehicle traffic and use of combustion engines on the oil quay is forbidden when discharging/loading of Class 1 and 2 products.

9.4 Electrical equipment

For electrical equipment, the latest safety regulations issued by the Swedish National Electrical Safety Board, will apply. Connection of electrical equipment may only be carried out via approved connection points.

9.5 Repairs, safety distances

Minor repairs, carried out with tools that do not produce sparks, are permitted during the discharging/loading of the vessel. Exceptions to the safe distances stipulated in **Chapter 9.2** may, in certain cases, be allowed by the Port Authority in consultation with the Loading Master.

9.6 Fire precautions

The manager of the facility shall ensure that the facility's extinguishing equipment is in good working condition and that ship-shore connections are ready for use.

9.7 Spills and leakage

- In locations where spills and leakage may occur (at valves, tap cranes, etc.) and where there is no permanent arrangement for the collection of escaped liquids, a spill pan must be used.
- When handling Class 1 and Class 2 products, all collecting containers must be earthed.
- Valves, tap cranes, air gauge or similar equipment for emptying, sampling, drainage of water or similar must be locked, sealed or end capped if there is any risk of unauthorised use.

9.8 Access to the Oil Terminal

Only authorized individuals with valid pass may enter the area.
Visitors must report to the security guard on the oil quay.
Crew changes must be reported to the Port Authority/Agent.

10. Loading/Discharging of petroleum products and liquid chemicals

10.1 Cargo handling

Loading and discharging of tankers must always be carried out according to recommendations issued by ISGOTT and current regulations applying to the Oil Terminal. Please see **Chapter 1**.

10.2 Cargo hoses

Only approved cargo hoses, tested during the previous twelve month period, may be used.

10.3 Shore personnel

Responsible Loading Master plus safety guard- and watchman must always be present during discharging/loading of tankers.

10.4 Emergency measures in cases of fire, oil spill and accidents

See **annex 2**

10.5 Shifting products between depots and cisterns

Shifting products between depots and cisterns must be notified to the Port Authority. The notification must be issued in good time, however at least 12 hours before shifting operation commences. Only when responsible depot received confirmation from Port Authority, pipelines are considered reserved for shifting. Receiving depot is the responsible depot.

11. Bunkering

11.1 Regulations

Reception of bunkers must always be carried out according to MARPOL regulations and ISGOTT recommendations.

The ISGOTT checklist must always be followed and properly filled in.

11.2 Bunkering Officer

Captain at the recipient vessel must, before bunkering, inform the Port Authority of the name of the relevant Engineer Officer in charge of bunkering.

11.3 Method of delivery

Bunkers are normally delivered by tanker truck only. The vehicle may park on the oil quay close to the side of the vessel.

11.4 Advance notice report, restrictions

The Port Authority and Loading Master and Safety Guard must be informed when bunkering is intended to commence.

Bunkering may not be carried out at the same time as discharging/loading of Class 1 and 2 products.

12. Ballasting

12.1 Regulations

Ballasting must always be carried out according to MARPOL regulations and ISGOTT recommendations.

12.2 Ballast water

Only clean ballast water may be released into the Oil Terminal waters. Clean ballast water is defined as water that has been transported in separate ballast water tanks, that have no connection with any cargo tank or water that has passed through a separator so that the released water's oil content does not exceed 15 ppm.

13. Tank cleaning

13.1 General

Tank cleaning is normally not permitted at the oil berth. The Port Authority may however permit such activities in exceptional circumstances.

14. Summary

14.1 Class 1 products (Petrol, Propane)

Safety watchman must always be on duty, even if there is no cargo handling underway.

Sludge disposal may only be carried out before or after loading/discharging.

Bunkering may only be carried out before or after loading/discharging.

Vehicle traffic on the quay is strictly forbidden during loading/discharging.

14.2 Class 2 products (Paraffin, similar)

Safety watchman must always be on duty during loading/discharging.

Otherwise see **Chapter 14.1.**

14.3 Class 3 Products (EO 1-5, Diesel, Bio fuels)

Safety watchman must be on duty during loading/discharging.

Sludge disposal may be carried out during loading/discharging.

Bunkering may be carried out during loading/discharging.

Vehicle traffic on the quay is allowed.

Note: All activities on the oil berth must be carried out in consultation with the Loading Master.